

Script for Administering CBT DC Science for All Grades

Test Administrators are required to strictly adhere to the script provided for administering the DC Science assessment. The instructions will be found in boxes in bold on the following pages. At the beginning of each test administration, follow the script in its entirety.

All directions that you are to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. Read these directions exactly as written using a calm, natural tone. If you made an error in reading a direction, stop and say, “I made a mistake, listen again.” Then read the direction again.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Part 1	60 minutes	<ul style="list-style-type: none">• Student testing tickets• Scratch paper• Pencils		
End of Part 1 – Students Submit Section				

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Students must be in a “Ready” status to start the test. Speak to your School Test Coordinator to determine who will complete this task prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the parcc.testnav.com site (or follow your LEA/school instructions for accessing the Sign-In page). Make sure all testing devices display the Sign-In screen. If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).

Instructions for Testing Part 1

Any time a student logs into the testing system, the Test Administrator should follow the script.

SAY:	Today, you will be taking the DC Science Assessment.
	You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any electronic devices, including cell phones, on your person or nearby, please turn them off and raise your hand.

If a student raises his or her hand, follow your LEA/school policy to collect and store the devices until the test is complete. Certain electronic devices may be allowed for accommodation purposes only during testing. Verify student accommodations prior to starting the test.

SAY:	Please sit quietly while I distribute the test materials. Do NOT log in or touch your device until I tell you to do so.
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Distribute scratch paper, pencils, and any approved accessibility /accommodations tools, if needed. Then deliver the student test tickets to each student individually.

SAY:	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if the ticket does not have your name on it.
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

Make sure that the students know that the testing ticket must be entered exactly as it is written, without extra spaces or characters. The information is secure material and will need to be collected and securely disposed of after use.

SAY:	Now, enter your Username as shown on the bottom of the ticket. (Pause) Next, enter the Password as shown on the ticket. (Pause) Now, select the Sign In button. (Pause) You should now be on the “Welcome” screen.
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Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

SAY:	Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Test Now” button until I tell you to do so. (Pause) Welcome! Today you will be taking the DC Science Assessment. There are a total of 30 questions on this assessment. The test will be divided into two parts. You will have 60 minutes to answer 15 questions in each part of the test. To answer the questions on this test, you may be asked to read passages. Read each passage and question carefully and then choose the best answer for each question. You may need to use the scroll bar to the right of the passage box to view the entire passage. Some questions require more than one response. You may look back at the passage as often as necessary. For constructed response questions, type your response in the box provided. You may use scratch paper to organize your thinking before typing your response. There is more space available than what can be viewed in the box, so continue to type your response until you have fully answered the question. You may need to use the scroll bar to the right of the response box to view your entire response. For interactive questions, follow the instructions provided with each item. At times, you may need to use the scroll bar to view the entire question and all
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	<p>answer choices.</p> <p>If you are unsure about an answer, select or compose an answer you think is the best response. If you think you may want to recheck your answer, you can bookmark it. To bookmark an item, click the BOOKMARK button at the top of the screen, then click the NEXT arrow to go on to the next question. When all questions have been completed, the review screen will show blue flags next to those questions you marked for review. If you skipped any items, yellow dots will appear next to those questions on the review screen. To go directly to any question from the review screen, including bookmarked and not answered items, click on the question number.</p> <p>You can access the review screen at any time during the test, by clicking the REVIEW button at the top of the screen.</p> <p>Finally, before beginning the test, please look for your name in the upper right hand corner. If you do not see your name, raise your hand for the test administrator and wait for assistance.</p>
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If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

SAY:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have finished the section, check your work, raise your hand and I will instruct you what to do next. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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When you are sure that all students understand the directions, continue.

SAY:	<p>You may now select the “Start Test Now” button. You should all see the Part 1 screen.</p> <p>You have 60 minutes to complete Part 1. I will help you keep track of the time by recording the remaining testing time on the board. If you finish early, you may review your answers in Part 1 only.</p> <p>Do you have any questions?</p> <p>(Pause)</p> <p>Select “Start Section” to begin Part 1 of the test. You may begin.</p>
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Write the start time, end time, and time remaining on the board. Monitor student progress during testing. Periodically change the remaining time on the board at 30 minutes remaining and 10 minutes remaining.

Instructions for Ending the Section

When the section time is finished, instruct the students about next steps if you plan to continue testing after a short break or finishing the test on a separate day. If the second part of the test will be administered after a short break, stop the directions after exiting the part. (Do not have students log out of TestNav.)

SAY:	Stop working. Testing time has now ended. Select the “Review” drop-down menu at the top left corner of your test. From the “Review” menu, scroll to the bottom and select “End of Section.” (Pause) Select the “Submit Section” button to move forward. You will receive a Section Exit Warning message, select “Yes”. I will now collect your student testing ticket and scratch paper.
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If you will be testing after an extended break (i.e., lunch, afternoon session changes, next day), return the testing tickets to the Test Coordinator for secure storage until the beginning of Part 2 testing.

If you plan to begin testing Part 2 after a short break (i.e., bathroom break, stretch break, or small snack break), maintain secure possession of testing tickets and scratch paper at all times during the break.

When you plan to take a short break

SAY:	We will be taking a short break before beginning Part 2 of the test. Please prepare to take a “____ minute (state time)” break. During this time, you will be allowed to “____ (describe activity)”. At exactly “____ (state time)” we will return to testing mode, and you will be expected to return to your seats to complete Part 2.
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When you plan to take an extended break

SAY:	We have concluded the first Part of the test. We will conclude Part 2 of the test “____ (state when)”. Please prepare for dismissal to “____ (state location)”.
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Instructions for Beginning Part 2

Before students can begin testing, students must be in a “Resumed” or “Resumed Upload” status to start the test. Speak to your School Test Coordinator to determine who will complete this task prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the parcc.testnav.com site (or follow your LEA/school instructions for accessing the Sign-In page). Make sure all testing devices display the Sign-In screen. If headphones are needed for accessibility purposes, make

sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Part 2	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Scratch paper • Pencils 		
End of Part 2 – Students Submit Final Answers				

Only if you are testing after an extended break, remember to verify that students do not have any unapproved electronic devices in their possession. Remove any unapproved devices, and ensure students' desks are free and clear of ancillary materials. Refer to the language in Part 1 of the script.

SAY:	<p>Today, you will be taking the DC Science Assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any electronic devices, including cell phones, on your person or nearby, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your LEA/school policy to collect and store the devices until the test is complete. Certain electronic devices may be allowed for accommodation purposes only during testing. Verify student accommodations prior to starting the test.

SAY:	<p>Please sit quietly while I distribute the test materials. Do NOT log in or touch your device until I tell you to do so.</p>
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Distribute new scratch paper, pencils, and any approved accessibility /accommodations tools, if needed. Then deliver the student test tickets to each student individually.

SAY:	<p>Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if the ticket does not have your name on it.</p>
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

Make sure that the students know that the testing ticket must be entered exactly as it is written, without extra spaces or characters. The information is secure material and will need to be collected and securely disposed of after use.

SAY:	<p>Now, enter your Username as shown on the bottom of the ticket. (Pause)</p> <p>Next, enter the Password as shown on the ticket. (Pause)</p> <p>Now, select the Sign In button. (Pause)</p> <p>You should now be on the “Welcome” screen.</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

SAY:	<p>Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Resume Test Now” button until I tell you to do so.</p> <p>(Pause)</p> <p>Welcome! Today you will be taking the DC Science Assessment. There are a total of 30 questions on this assessment. The test will be divided into two parts. You will have 60 minutes to answer 15 questions in each part of the test.</p> <p>To answer the questions on this test, you may be asked to read passages. Read each passage and question carefully and then choose the best answer for each question. You may need to use the scroll bar to the right of the passage box to view the entire passage. Some questions require more than one response. You may look back at the passage as often as necessary.</p> <p>For constructed response questions, type your response in the box provided. You may use scratch paper to organize your thinking before typing your response. There is more space available than what can be viewed in the box, so continue to type your response until you have fully answered the question. You may need to use the scroll bar to the right of the response box to view your entire response.</p> <p>For interactive questions, follow the instructions provided with each item. At times, you may need to use the scroll bar to view the entire question and all answer choices.</p> <p>If you are unsure about an answer, select or compose an answer you think is the best response. If you think you may want to recheck your answer, you can bookmark it. To bookmark an item, click the BOOKMARK button at the top of the screen, then click the NEXT arrow to go on to the next question. When all questions have been completed, the review screen will show blue flags next to those questions you marked for review. If you skipped any items, yellow dots will appear next to those questions on the review screen. To go directly to any question from the review screen, including bookmarked and not answered items, click on the question number.</p> <p>You can access the review screen at any time during the test, by clicking the REVIEW button at the top of the screen.</p> <p>Finally, before beginning the test, please look for your name in the upper right hand corner. If you do not see your name, raise your hand for the test</p>
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	administrator and wait for assistance.
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SAY:	<p>This is the beginning of Part 2. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in. You have 60 minutes to complete this section.</p>
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When you are sure that all students understand the directions, write the seal code number on the board for students to enter into TestNav.

SAY:	<p>You may now select the “Resume Test Now” button.</p> <p>(Pause)</p> <p>You should all see seal code screen.</p> <p>You may now enter the seal code.</p>
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SAY:	<p>You have 60 minutes to complete Part 2. After you enter the seal code select the “Start Section” button. You should all see the first item in Part 2.</p> <p>(Pause)</p> <p>You may begin.</p>
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Write the start time, end time, and time remaining on the board. Monitor student progress during testing. Periodically change the remaining time on the board at 30 minutes remaining and 10 minutes remaining.

When time has ended for Part 2, instruct the students to stop.

SAY:	<p>Stop working. Testing time has now ended. Select the “Review” drop-down menu at the top left corner of your test. From the “Review” menu, scroll to the bottom and select “End of Section.”</p> <p>Select the “Submit Final Answers” button to move forward. You will then see a message that asks “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.</p>
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SAY:	Congratulations, you have completed the DC Science assessment.
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I will now collect your student testing ticket and scratch paper.

Instructions for distribution and collection of secure materials

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

Ensure all students are in “Completed” status for the unit in PearsonAccess^{next} at the end of the unit. Return all test materials to your School Test Coordinator. Report any missing materials and absent students.

Report any testing irregularities to your School Test Coordinator.